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ABSTRACT

This study measures the performance of Indiana state institutions against current hospital library standards, estimates the cost cf bringing library service up to minimum standards, proposes alternate administrative patterns for institutional library services in Indiana, recommends priorities, and proposes a plan for phasing-in the improvement of library service. Recommendations are made on special library services to the mentally retarded. Additional recommendations suggest that the State Library establish a demonstration model institution library in one institution, which provides quality service meeting national standards, and evaluative procedures to be set up at the beginning of the project to measure the results of the library service in terms of the purpose of the institution. At the same time, the State Library should aid remaining institution libraries by an active in-service training program addressed to institution educational directors as well as to librarians. The State Library should immediately undertake the acquisition, cataloging and processing of all materials ordered for all state institution libraries, and establish a central audio-visual collection for the use of all state institutions. (MF)

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Report Number Nine

of the

Indiana Library Studies

Peter Hiatt
Director and General Editor

LIBRARY SERVICES TO RESIDENTS OF INDIANA STATE INSTITUTIONS

by

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CHAPTER 1

INTRODUCTION

This study of the library facilities, resources and services in the state institutions of Indiana was conducted at the request of the Indiana State Library. Its purpose was

> . . . to discover the existing situation as to library facilities, materials, services and personnel [serving] the residents of Indiana institutions, to compare present performance with acceptable standards and to make specific recommendations for action that would enable the institutions to meet these standards.

Recommendations were also requested for specialized library services to meet the needs of variously handicapped persons in the state institutions.

The study was conducted by means of a questionnaire addressed to all state institutions (see Appendix) and by visits to the institutions conducted during the second half of 1968. These visits included, whenever possible, conferences with the director or superintendent as well as with personnel directly or indirectly responsible for the library. With three[1] exceptions, the actual library facilities were inspected to ascertain the quality of the collections and physical facilities.

The Indiana Library and Historical Board has adopted as its goal for developing quality library services in Indiana's state institutions, the Objectives and Standards for Libraries in Correctional Institutions as approved by the American Library Association and the American Correctional Association in 1966, and the Hospital Libraries Objectives and Standards

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[1]Evansville State Psychiatric Treatment Center for Children was not visited. Indiana State Prison has a policy forbidding women to enter the prison compound. Northern Indiana Children's Hospital was excluded from the study because its patients are all severely retarded children under six years of age.

as approved by the American Hospital Association, the American Medical Association and the American Library Association in 1953. Hospital library standards are presently in the process of being revised sharply upward, but in view of the long way which Indiana institutions have to climb to meet the 1953 standards, it seems unnecessary to anticipate the adoption of the new standards.

This report will measure the performance of Indiana state institutions against these standards, estimate the cost of bringing library service in Indiana institutions up to minimum standard, propose alternate administrative patterns for institutional library service in Indiana, recommend priorities, and propose a plan for phasing in the improvement of library service. Recommendations will also be made on special library services to the mentally retarded.

CHAPTER 2

ADMINISTRATIVE FRAMEWORK AND BUDGETS OF INDIANA STATE INSTITUTIONS

Indiana state institutions are administered by three state agencies, the Department of Mental Health, the Department of Corrections and the Board of Health.

The Commissioner of Mental Health is appointed by an Advisory Council, with the approval of the governor. Under the Department of Mental Health are nine psychiatric hospitals and three hospitals for the mentally retarded (see Appendix for directory). Superintendents of each of the hospitals are appointed by the Commissioner of Mental Health, with the approval of the governor. Other employees are under the state merit system. Each of the hospitals has a six-member advisory committee appointed by the governor for four-year staggered terms, whose duty it is to advise the superintendent and the Commissioner of Mental Health concerning ways and means of improving the institutions and the care of the patients therein.

The Mental Health Act of 1961 also provides for a Division of Mental Retardation within the Department of Mental Health, responsible for the planning, research and development of educational and other programs for the benefit of the mentally retarded. A seven-member advisory board, appointed by the governor assists the division.

The Department of Mental Health has recently adopted the policy of making all hospitals under its jurisdiction multi-purpose hospitals, caring for both the mentally ill and the mentally retarded. How drastically the new policy will affect the institutions cannot be guessed at this time. All superintendents interviewed observed that they have for

many years been treating mentally or emotionally disturbed, who are also mentally retarded. There appears to be no plan for a wide-spread shift of personnel or addition of new specialists to the state hospital staffs.

In the year ending June 30, 1968, there was an average daily population of 14,299 patients in Indiana state mental health institutions. Annual expenditures for patient care ranged from $20,794.34 per capita in LaRue Carter Memorial Hospital to $2,743.90 per capita in Central State Hospital, with an average of $3,846.25.[1]

The Board of Health, appointed by the governor, in turn appoints with his approval, a Commissioner of Health, under whom six institutions are administered.

These include: the Indiana State Hospital for Chest Diseases in Rockville, the Southern Indiana Tuberculosis Hospital in New Albany, the Schools for the Deaf and for the Blind, both in Indianapolis, the Indiana Soldiers' and Sailors' Children's Home in Knightstown and the Indiana State Soldiers' Home (for the aging) in Lafayette. The latter two agencies are partly subsidized by the U. S. Veteran's Administration. All institutions under the Board of Health have six-member advisory councils appointed by the governor.

Patient load is low in the two tuberculosis hospitals and it is anticipated that the State Hospital for Chest Diseases in Rockville will close as a tuberculosis treatment center sometime in 1969. Some mentally

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[1]Indiana Department of Mental Health. Summary of Encumbrances and Per Capita Costs, State Mental Institutions. (For the fiscal year ending June 30, 1968.)

retarded patients have already been moved into one empty building. If a new multi-purpose hospital is established in place of the State Hospital for Chest Diseases this would of course have implication for library planning, as would the possible expansion of the Southern Indiana Tuberculosis Hospital in New Albany, if all state tuberculosis patients are consolidated in this hospital.

Averaging per capita operating expenditures in such dissimilar institutions is not meaningful. In 1967/68, the School for the Deaf expended $3,943 per pupil, the School for the Blind $5,936 per pupil. The State Hospital for Chest Diseases in Rockville expended $11,096 per patient, the Southern Indiana Tuberculosis Hospital in New Albany $12,981 per patient. The Children's Home expended $3,849 per child and the Soldiers' Home in Lafayette $4,522 per resident. These figures are based on total operating budget and average daily census for each institution for the year ending June 30, 1968, and were supplied by the staff of the Board of Health.

The Department of Corrections is headed by a commissioner appointed by the governor. Under him are six major institutions, each administered by a superintendent appointed by the commissioner with the approval of the governor. There are two institutions for women, the Indiana Girls' School (for girls under 21) and the Indiana Women's Prison. Only the Indiana State Prison is a maximum security institution. One additional facility presently under construction, the Indiana Youth Center, intended for youthful male first-offenders, age 17-24, is occupied now to about 20% of its eventual capacity. Construction is expected to be complete in September, 1969. Eventual capacity will be about 450-500 inmates.

A seven-member advisory counil appointed by the governor aids the commissioner in setting policy. Individual correctional institutions do not have advisory councils.

In addition to the six major correctional institutions, Indiana maintains four youth camps near Butlerville, Valparaiso, Fort Wayne and Terre Haute. In the year ending June 30, 1968, the average total population of the six major institutions was 6,025. In addition, there were 189 young offenders in the camps.

Expenditures for operating the six institutions during that year ranged from $1,343 per inmate at the Indiana State Farm to $5,526 per inmate at the Indiana Girls' School, with an average of $1,979.

The State Library is charged in its statute with responsibility "to develop and provide library service to state government, its branches, its departments and its officials and employees." It is further given authority to "provide library personnel, services, materials, equipment or facilities for other state agencies, for libraries in other state agencies or for other libraries in the state as may be considered appropriate," and to

> . . . establish operating standards for libraries eligible to receive funds, either federal or state, under the provisions of any program for which the Indiana State Library is the administrator, and to inspect libraries eligible to receive funds, or receiving such funds to ascertain whether or not the standards are being met.[1]

By virtue of the above statutes, the Indiana State Library has been declared by the state attorney general as the agency responsible for administering Title IV A, Library Services and Construction Act, which provides federal

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[1]Indiana Acts of 1925, Chapter 58, Section 6.

funds to the states for the improvement of library services to residents and patients of state institutions (see Appendix for regulations). The Indiana State Library now has added an Institutions Library Consultant to its staff and has distributed small collections of reference books to all state institutions. These materials are often the only new and usable books in the institutions' libraries.

CHAPTER 3

LIBRARY SERVICES IN INDIANA CORRECTIONAL INSTITUTIONS

The following estimates are based upon a comparison between responses to a questionnaire distributed to the correctional institutions in the summer of 1968, and the minimum standards for correctional libraries endorsed by the American Correctional Association and the American Library Association in 1966. Population figures are based on average population for the year ending June 30, 1968 as supplied by the Department of Corrections.

The minimum standards recommend that a collection within an institution should never be less than 6,000 well-selected volumes, with at least ten books per inmate. Institutions with large groups of long-term prisoners should provide at least 15-20 volumes per inmate, with a replacement schedule of ten per cent each year. Annual additions should be at the rate of one current book per inmate.

The collection should include ". . . current book titles and duplicates of the most popular titles, replacements of useful older standard titles, up-to-date reference material, a wide variety of current periodicals, representative newspapers, pamphlets, pictures, recordings and films."

Each correctional institution should have access to a general library collection of at least 100,000 volumes for reference and inter-library loan service. A very small institution should have a small reference collection supplemented by frequently changed books from a strong public library, the state library or a library in another larger institution.

Charts I and II record, quantitatively, the material available now in Indiana correctional institutions. As will be detailed later in this

chapter, the quality of the material varies widely but is generally poor.

As can be seen in Chart I, the periodical holdings in most of the correctional institutions are weak or non-existent. Since a major purpose of correctional institutions is to prepare prisoners to return to the community, and also because many prisoners are not habitual book readers, periodicals and newspapers are a vitally needed part of the library collection. The need is even more urgent where academic instruction is being offered. Subscriptions to most periodicals indexed in the Reader's Guide and selected newspapers should be provided in each institution.

Audio-visual materials, also of particular importance to the non-reader, are largely lacking in Indiana correctional institutions. Most institutions have projection equipment and rent 16mm or 32mm films for recreational purposes, but there is real need for a central audio-visual service, a collection of educational films, filmstrips, tapes and records chosen for their rehabilitation values, administered by an audio-visual librarian for the benefit of all the institutions.

Chart III details observations on the quality (i.e., timeliness, physical condition, and suitability) of present library collections and services gained from inspection of the libraries and from interviews with corrections personnel.

Access to Larger Library Collections

The national standards recommend that all institution libraries have access to a larger collection of at least 100,000 volumes. In practice, Indiana correctional institutions have little access to larger collections. Three of them never draw upon another library, three indicate an occasional use of the State Library. None use a local public library.

CHART I

PRINTED MATERIALS IN INDIANA CORRECTIONAL INSTITUTIONS

Institution	Number of Inmates	Number of Volumes	Number of Volumes Added 1967/68	Number of Periodicals and Subscriptions
Indiana Boys' School	581	8,730*	5,000*	---
Indiana Girls' School	199	3,166	3,166	32
Indiana Reformatory	2,045	25,434	7,684	64***
Indiana State Farm	1,237	6,044	119	18
Indiana State Prison**	1,848	2,245	85	---
Indiana Women's Prison	115	2,000	98	10

*Includes 3,500 paperbacks in cottages.

**Also has school library of 3,000 volumes to which 300 were added in 1967/68.

***Periodical subscriptions lapsed in 1968.

CHART II

AUDIO-VISUAL MATERIALS IN INDIANA CORRECTIONAL INSTITUTIONS

Institution	Films	Film-strips	Slides	Recordings	Tapes	Other
Indiana Boys' School	---	502	75	23	10	144 Trans-parencies
Indiana Girls' School	---	115	---	32	---	---
Indiana Reformatory	---	---	---	---	---	---
Indiana State Farm	---	---	---	---	---	---
Indiana State Prison	---	---	---	---	---	---
Indiana Women's Prison	---	---	---	---	---	---

CHART III

INDIANA CORRECTIONAL INSTITUTIONS: QUALITY OF LIBRARY SERVICES

Institution	Quality of Collections--Suitability, Timeliness, Physical Condition	Adequacy of Space	Adequacy of Access
Indiana Boys' School	Antiquated collection of largely useless material. Encyclopedia and few books from State Library are only useful items. Three hundred paperbacks have been placed in each cottage.	Library is the school library--a pleasant room.	Library is used as study hall. Is open only 8 to 4 on school days.
Indiana Girls' School	Recent, up-to-date material. Perhaps not enough material for poor readers.	Library room in school is pleasant with good equipment, but crowded. Work-storage room is very small and crowded. More space needed.	Library is open after school and during summer.
Indiana Reformatory	Antiquated, worn-out collection which should be drastically weeded.	Library room in basement of school, is dark and dirty, and most uninviting.	In present location library cannot be open evenings and weekends.
Indiana State Farm	Collection is old, shabby, unsuitable. 3/4 should be discarded. Separate collection in school is more recent--has some recreational reading in addition to reference and text books. Needs more materials for non-readers and more periodicals.	General library in nice large room near barbershop and mess hall, with separate entrance.	Books are kept behind a screen--men must request from a typed, unannotated list. School library is open only to minority of inmates who are in school. Principal would favor coordinating school library with the general library if a librarian were available.

CHART III--(continued)

Institution	Quality of Collections--Suitability, Timeliness, Physical Condition	Adequacy of Space	Adequacy of Access
Indiana State Prison*	90% of collection in poor condition and outdated--books come from library discards and gifts. School library also outdated.	Library is located in recreation area.	Library open only on weekend because of shortage of custodial officers.
Indiana Women's Prison	Collection has been recently weeded--most materials are in good condition and suitable.	Room is pleasant. Is located in building used for classes.	Building is closed evenings and weekends.

*Based on interview with Deputy Warden; women not allowed within prison walls.

To bring book collections in the six Indiana correctional institutions up to the minimum national standard (estimated at ten books per prisoner--or 6,000 volumes) would require:

Institution	Resident Population	Minimum Standard	Present Collection	Additional Volumes Needed
Indiana Boys' School	581	6,000	8,730	----
Indiana Girls' School	199	6,000	3,166	2,834
Indiana Reformatory	2,045	20,450	25,434	----
Indiana State Farm	1,237	12,370	6,044	6,326
Indiana State Prison	1,848	18,480	2,245	16,235
Indiana Women's Prison	115	6,000	2,000	4,000
			Total Number of Volumes needed:	29,395
			Cost at $5.00 per volume:	$146,975.00

According to the 1968 Bowker Annual of Library and Book Trade Information the average cost of a hardcover book is now $7.99. Applying a discount of 35-40% would bring the average cost to approximately $5.00. Thus the total expenditure needed to bring book collections in the six Indiana correctional institutions to minimum levels of quality would be approximately $146,975. To this should be added a cost of at least $1.00 per volume for cataloging and processing, or $29,395, in order to give the collection maximum usefulness. Thus a total of $176,370 would need to be appropriated in order to bring libraries in correctional institutions up to a minimum level of effectiveness. In addition, subscriptions to most

of the periodicals indexed in the Reader's Guide and to some selected newspapers would cost another $800 per institution, or $4,800 for all six. These figures do not include the cost of establishing a library at the Indiana Youth Center. To establish there a basic collection of 6,000 volumes, and a selection of periodicals and newspapers would require $30,800.

To maintain the collections in the six Indiana correctional institutions, once they had been brought up to a minimum standard, would require:

Institution	Number of Residents	New Books @ $5 per Vol.	Replacement and Binding	Periodicals and Papers	Total
Indiana Boys' School	581	$ 2,905	$ 3,000	$ 800	$ 6,705
Indiana Girls' School	199	995	3,000	800	4,795
Indiana Reformatory	2,045	10,225	10,225	800	21,250
Indiana State Farm	1,237	6,185	6,185	800	13,170
Indiana State Prison	1,848	9,240	9,240	800	19,280
Indiana Women's Prison	115	575	3,000	800	4,375
				Total	$ 69,575

Thus, to maintain the six correctional libraries at current prices and current levels of inmate population would require an annual materials budget of $69,575, or approximately $11 per capita. Once the Youth Center operates at full capacity, additional funds would be needed to maintain this library.

Personnel

The standards recommend that all institutions serving up to 1,000 residents should have one professional librarian (a graduate of an accredited library school with cognate courses in adult education, sociology, psychology and criminology, and at least one year experience in a public, school or college library). For every professional librarian there should be a minimum of one full-time clerical person (or part-time equivalent).

No correctional institution in Indiana has a professional librarian. Indiana Girls' School reports a full-time person (with a B.A. degree, salary, $8,200) assigned to the library, and Indiana Reformatory uses a teacher (salary $9,800) full time in the library. The remaining institutions use members of the education or recreation staff on a part-time basis; their time spent in the library ranges from "practically no time" to 66%, and averages less than two hours per day. Actual staffing of the library in all institutions except the Girls' School and the Reformatory is by inmates of fluctuating interest and skill, and a minimum of orientation.

Chart IV details the staffing of Indiana correctional libraries.

In order to provide one professional librarian with at least two years of experience in each of the six large institutions would require approximately $48,000 (the salary range for a Librarian II with a M.L.S. degree and two years of experience is now $7,200-$9,000). An additional $8,000 would be needed to staff the Youth Center. These figures do not, of course, include the cost of clericals' salaries.

CHART IV

INDIANA CORRECTIONAL LIBRARIES: PERSONNEL

Institution	Grade Personnel	Education	Salary	Time Spent in Library
Indiana Boys' School	Teacher	B.S.	$10,428	66%
Indiana Girls' School	Teacher	B.A.	8,200	100%
Indiana Reformatory	Teacher	M.A.	9,800	100%
Indiana State Farm	Recreation Director	M.S.	9,000	10%
Indiana State Prison	Director of Education	M.S.	___	"practically none"
Indiana Women's Prison	Recreation Aide	HS	___	20%

Physical Facilities

To meet national standards, the correctional library should have enough space to house the minimum standard collection and to provide seats for no less than five per cent of the institution's population. In addition, workroom space and an office for the librarian should be provided. There should be a conference room available to the library for group activities such as book discussions, and space separate from the inmate library for a staff library of 500-1,000 books with seats for six readers. The library should be located where inmates can use it with a minimum of supervision, a maximum number of hours per week.

Chart V details the present housing of libraries in the six Indiana institutions. Chart VI compares these facilities with space which would

be required to meet the minimum national standard. The new Indiana Youth Center to be opened in 1969 has planned space for a library. Charts V and VI detail only the quantity of space available. In quality, most correctional libraries are housed in dingy, shabby, ill-lit, over-crowded rooms.

CHART V

INDIANA CORRECTIONAL LIBRARIES: PRESENT PHYSICAL FACILITIES

Institution	Population	Square Feet	Lineal Feet Shelving	Readers' Seats
Indiana Boys' School	581	772	534	20
Indiana Girls' School	199	NA	NA	NA
Indiana Reformatory	2,045	2,160	420	30
Indiana State Farm	1,237	4,766	1,062	54
Indiana State Prison	1,848	1,600	1,632	0
Indiana Women's Prison	115	NA	336	14

NA = Information not available.

To estimate the cost of the additional square feet of space required, plus the furnishings needed is difficult, since this might be achieved through a reallotment of space and local production of equipment at least in some institutions.

CHART VI

SPACE NEEDED TO BRING INDIANA CORRECTIONAL LIBRARIES TO MINIMUM STANDARD

Institution	Seating-- # to meet standard*	Space for readers standard**	Space for books***	Additional space****	Total Standard Sq. Feet	Present space	Additional space needed Square Feet
Indiana Boys' School	29	1,015	400	220	1,635	772	863
Indiana Girls' School	10	350	400	220	970	NA	NA
Indiana Reformatory	102	3,570	1,363	220	5,153	2,160	2,993
Indiana State Farm	61	2,135	825	220	3,180	4,766	--
Indiana State Prison	92	3,220	1,232	220	4,672	1,600	3,072
Indiana Women's Prison	6	210	400	220	830	NA	NA

NA = Information not available.
*Est. at seating for 5% population.
**Est. at 35 square feet per reader.
***Est. at minimum standard collection, 15 vol. per sq. ft.
****Standard workroom, librarian's office.

Our standards recommend that regular library hours should be maintained for at least ten hours per day. Weekend, holiday and evening hours are recommended. Inmates should have adequate opportunity to select their own books and to read in the library. Isolated groups who cannot visit the library at least once a week should have bookcart, or bookmobile service or have access to a branch library.

None of the Indiana institutions reach this access standard. Only two of them, the Indiana State Farm and the Indiana State Prison, have libraries open during the crucial weekend hours of leisure. At one of the largest of the institutions, the Indiana State Farm, the library is so organized that for security reasons, inmates cannot get to the shelves at all, but must select their books from a printed list. Not uncommonly, staff shortages force the closing of library facilities for extended periods.

Chart VII details the hours of Indiana correctional libraries, when staffing permits.

CHART VII

INDIANA CORRECTIONAL LIBRARIES: HOURS OPEN

Institution	Weekday Hours Open	Weekends	
		Saturday	Sunday
Indiana Boys' School	35	only material in cottages available	
Indiana Girls' School	30	----	----
Indiana Reformatory	40	----	----
Indiana State Farm	60 3/4	9-11:30 1-3 4:15-7:30	9:30-11:30 12:15-3:30 4:15-7:30
Indiana State Prison	15	8-3:30	8-3:30
Indiana Women's Prison	8	----	----

Expenditures

The quality of library service in any institution is conditioned by the money spent on it. Charts VIII and IX detail the actual expenditures for all library purposes reported by these institutions in 1967/68. As Chart VIII indicates, Indiana correctional institutions report a total expenditure for library purposes of $39,985.69 in 1967/68, or an average of $6.63 per inmate. Almost 60% of this total represents the personnel costs of only three institutions.

The total expenditure for books in all correctional institutions of Indiana in 1967/68 was $7,843.75 or $1.30 per capita: approximately one new book for every four prisoners for the entire year. It must be further noted, that of this total of $7,843.75 expended for books, $7,085.24 was spent at the Indiana Boys' School, and only $758.51 expended for the remainder of the state's 5,444 prisoners. Per capita expenditures for these people averaged a ridiculous 13¢ per capita. In two institutions, the Indiana Girls' School and the Indiana State Prison, there were no expenditures reported for books.

The expenditure for periodicals was equally bleak. Over-all average expenditure was .60 per capita, enough to provide less than one periodical subscription for every ten inmates. Inmates at the Boys' School, the State Prison and the Women's Prison were given no regular access to periodicals or newspapers.

Chart IX underscores the fact that the State of Indiana is indeed making a minimal investment in library services for the inmates of state correctional institutions. Substantial portions of the funds expended for materials were federal moneys under Title II, the Elementary and Secondary Education Act.

CHART VIII

INDIANA CORRECTIONAL INSTITUTIONS: 1967/68 EXPENDITURES FOR LIBRARY PURPOSES

Institution	Personnel	Books	Periodicals & Newspapers	Audio-Visual Materials	Other (Supplies, Equip., etc.)	Total	Per Capita
Indiana Boys' School	$ 6,952	$7,085.24	---	$ 3,051.19	$ 200	$ 17,288.43	$ 29.75
Indiana Girls' School	8,200	---	$ 200	---	50	8,450	42.46
Indiana Reformatory	9,800	275.75	2,782.75	---	170	13,028.50	6.37
Indiana State Farm	---	102.76	636	---	---	738.76	.59
Indiana State Prison	---	---	---	---	---	---	---
Indiana Women's Prison	---	*380	---	---	100	480	4.17
Total	$24,952	$7,843.75	$3,618.75	$3,051.19	$ 520	$39,985.69	

Average expenditure per inmate based on 6,025 in the 6 institutions = $6.63.

*$380 gift from Lilly Company used for new shelving and books.

CHART IX

INDIANA CORRECTIONAL INSTITUTIONS: 1967/68 FUND SOURCES FOR LIBRARY PURPOSES

Institution	Total Expenditure	Elementary & Secondary Education Act	Inmates' Recreation Fund	Gift	State General Fund
Indiana Boys' School	$17,288.43	$8,538.43	----	----	$8,750
Indiana Girls' School	8,450	2,000	----	----	6,450
Indiana Reformatory*	13,028.50	----	----	----	----
Indiana State Farm	738.76	----	$738.76	----	----
Indiana State Prison	----	----	----	----	----
Indiana Women's Prison	480	----	----	$380	100

*Fund sources not indicated.

School Libraries

All of the six operating correctional institutions have some inmates enrolled in formal education. These numbers vary from the total population at the Boys' School and the Girls' School to smaller percentages at the adult institutions. The State Farm and the State Prison report separate school libraries in addition to the central library used by all the inmates. Both the Boys' School and the Girls' School received grants under the Elementary and Secondary Education Act. The State Farm reports an expenditure of $450 for school library materials over and above the amount allocated from the inmates' recreation fund for the general library. The fact that opportunity for formal education is being provided to Indiana inmates underscores the need for improved library facilities.

Chart X details information on the institutions' school libraries. If one applied the nationally accepted standards for school libraries, rather than the standards for correctional libraries, the library resources in these institutions would be shown to be even more inadequate.

Recognized Needs

All of the corrections personnel interviewed recognized that although their library materials were woefully inadequate, their single most urgent need was for a full-time, regularly-scheduled, professionally-skilled librarian. The institutions for male offenders emphasized that this librarian must be a man.

The lack of professional librarians is evident in all Indiana's

CHART X

INDIANA CORRECTIONAL INSTITUTIONS: SCHOOL LIBRARIES

Institution	Number of Students and Age Range		Number of Volumes	Number of Volumes Added 1967/68	Periodicals	Income
Indiana Boys' School	581	(10-18)	5,230*	5,000*	----	$8,538 (ESEA) 8,750 (State)
Indiana Girls' School	199	(12-21)	**	**	**	2,000 (ESEA) 2,000 (State)
Indiana Re-formatory	?	(18-23)	**	**	**	
Indiana State Farm	100-170	(15-60)	550	----	----	450
Indiana State Prison	140	(adult)	3,000	300	4	----
Indiana Women's Prison	30	(16-70)	**	**	**	----

*This is the only central library. Remainder of books reported in Chart I are paperbacks in cottages.
**Same as central library; refer to Chart I for central library figures.

correctional institutions, in the collections, which badly need weeding, in curious organization of materials, in a lack of reader guidance, of group activities, such as book discussions, etc., and often by limited access to the library. It is also perceived generally that a professional librarian could aid staff members by furnishing them with materials for upgrading their skills.

Most of the superintendents interviewed expressed no strong preference about whether their librarian should be on the manning table of their own institution, or come from the State Library or from a local public library, so long as he was willing to work as a member of the institution team. Several superintendents expressed concern that adequate salaries for a librarian might not be authorized by the State Personnel Board. It was suggested that librarians, if attached to the individual institution might be paid as teachers are, at the rate of the highest salary scale in the surrounding school districts.

Most institutions would welcome centralized acquisition, cataloging and processing of materials from the State Library or elsewhere.

The need for a central audio-visual collection was not universally perceived. This may reflect the prior, urgent need for an adequate printed collection, and/or it may indicate that a central collection must include the services of an audio-visual materials librarian to teach the education and recreation staff how to use this material.

All institutions realize the need for fresher, more complete, and more suitable collections of books and periodicals.

Summary

To bring the book resources of the six presently operating correctional institutions in Indiana up to minimum standard, and to establish a basic book collection at the Youth Center, would require $206,370. Once the libraries in the six currently operating institutions had been brought up to minimum standard, they would require (according to 1968 price levels and residents' census figures) an annual maintenance budget for books, current periodicals and newspapers of approximately $69,575, plus a small continuation budget for supplies and equipment. When the population of the Youth Center is known, then its annual maintenance budget can be calculated. To provide professional librarians for the seven institutions would require $56,000. It is assumed that non-professional library staff might be drawn from the resident population and/or present staff of the institutions. Since film resources might better be provided from a central collection, this cost is not estimated here. Thus the state would need to provide approximately $20 per inmate per year to offer adequate library service.

There are approximately 189 residents in the Youth Camps. Assuming that these need to be served from the State Library, or from a nearby strong library, at a cost of $20 per person per year, this service would require an additional $3,780 per year.

These expenditures would amount to about one per cent of the total operating budgets of these institutions.

CHAPTER 4

LIBRARY SERVICES IN INSTITUTIONS ADMINISTERED BY THE INDIANA BOARD OF HEALTH

The six institutions administered by the Indiana Board of Health are so different that a single standard cannot be applied to measure their effectiveness.

Chart XI profiles the service offered to patients of the two tuberculosis hospitals, as compared to the minimum standards for patients' library service. For the small number of patients at both hospitals, the service is more than adequate. If the Indiana State Hospital for Chest Diseases in Rockville closes as a tuberculosis hospital in 1969 as planned, the patients' library collection should be weeded and divided among correctional institutions where the need for books is most critical.

Southern Indiana Tuberculosis Hospital is most fortunate in having had, since 1948, the services of a former patient who has not only staffed the library most effectively, but has also enlisted her sorority in making an annual contribution to buy new materials for the library.

The collection at the Southern Indiana Tuberculosis Hospital could serve up to 300 patients. If the present volunteer should become unable to continue her generous service, and if the number of patients grows with the consolidation of all state tubercular patients at New Albany, the Board of Health would need to budget money for a professional librarian and regular additions to the collection. At present, the service is good.

Library services at the Indiana Soldiers' and Sailors' Children's Home and the Schools for the Blind and the Deaf might best be measured

CHART XI

LIBRARY RESOURCES IN INDIANA STATE TUBERCULOSIS HOSPITALS

Hospital	Number of Patients	1967/68 Expend-itures	Number of Volumes	Number of Volumes Added 1967/68	Number of Periodicals	Circu-lation	Staff	Recommended Collection**
Indiana State Hospital for Chest Diseases	49	--	2,650	40	19*	350	Occupational Therapist Aide, HS-6 hrs. per week, Plus vol-unteer once weekly	392
Southern Indiana Tuberculosis Hospital	50	***	2,636	117	10*	4,835	Volunteer (almost full time)	400

*Periodicals obtained as gifts and from post office.

**Estimated at 8 books per patient in hospitals serving under 300 patients.

***Since 1948 PSI IOTA XI Sorority, New Albany Chapter has contributed funds to the library. The volunteer is also a member of this philanthropic group.

against school library standards. Since students in these schools do not use a public library regularly, it is particularly important that they have access to good recreational collections as well as to materials supporting the school curriculum.

Standards for School Library Programs as endorsed in 1960 by the American Library Association and nineteen other educational associations recommend a collection of at least ten books per child, with a minimum of 6,000 volumes. The standards further recommend a full time, qualified librarian and one clerk for each 600 students or major fraction thereof. An annual expenditure for books of at least $1,000-1,500 or $4 - $6 per student is recommended for schools having 250 students or more. Additional funds should be available as needed for encyclopedias, newspapers, periodicals, pamphlets, binding, and supplies. Schools should have a sufficient number of all types of audio-visual material for use in the classrooms and should spend not less than one per cent of the total per-pupil instructional cost ($2 - $6 per pupil) for the acquisition of audio-visual materials.

Although none of the children's institutions have a professionally qualified librarian, two of them, the School for the Deaf and the Indiana Soldiers' and Sailors' Children's Home, have teachers with baccalaureate degrees devoting all of their time to the library. The librarian at the School for the Deaf is taking library courses at Butler University. At the School for the Blind, a teacher with a Master's degree devotes about 70% of his time to the library.

Library rooms at the Children's Home and the School for the Blind

are pleasant, well equipped and reasonably spacious, although the librarian at the Children's Home feels that more room is needed for shelving and seating. At the School for the Deaf, the library is presently being moved into more adequate quarters.

The staff at the Indiana School for the Blind feel they need additional books in braille and large print. The librarian in the School for the Deaf needs additional staff, since she carries on an active program of staff information, and is attempting to build up a picture file and other special tools. Help from the State Library in planning the new library facility would be productive here. The School for the Deaf and the Children's Home would welcome central acquisition, cataloging and processing of materials.

In general, library service is relatively good in the children's institutions administered by the Board. To bring the book collection of the School for the Blind to 1960 minimum standard would require an appropriation of $10,000. The standards would require annual appropriations for materials for the three institutions totaling $10,529 (a total of $8,406 was expended in 1967/68, of which $4,600 was federal funds under the Elementary-Secondary Act, Title II).

Since there are no national minimum standards for libraries in homes for the aged, it is impossible to measure the library services at the Indiana State Soldiers' Home. Of the 380 residents at the home, the librarian estimates that 150 may be able to read. A delightful miniature Carnegie-type library of 2,200 square feet is located on the central square of the institution. For those patients who can climb the rather steep stairs up to the entrance it must be a refreshing place to visit.

The book collection of 7,286 volumes is appropriate and in good condition. Since there are no book funds, and only 52 donated books were added last year, the collection is weak in new materials. Occasionally materials are borrowed for a resident from the public library in Lafayette. Expenditures for newspaper and periodical subscriptions in 1967/68 amounted to $582.72. There are no audio-visual materials. Circulation last year totalled 2,337. The librarian feels the need for additional materials in large print.

Staffing of the library is by an elderly woman, a high school graduate who is paid $95 a month and works full time. Her duties include keeping the library dusted and caring for the valuable collection of portraits of Alexander Lawrie as well as all library activities. She cannot make visits with a book cart to patients unable to come to the library. The library is open Monday through Friday and Saturday mornings. Total expenditure for the library in 1967/68 (including the librarian's salary) was $1,772!

The librarian would favor central acquisition and cataloging of materials and the opportunity to call on the public library in Lafayette for regular help. If one applied the standards for patients' library service to the Indiana State Soldiers' Home, it would require the hiring of a librarian at $8,000, and an annual budget for materials of $3,460 ($2,660 for books plus $800 for newspapers and periodicals).

CHART XII

MATERIALS IN CHILDREN'S INSTITUTIONS ADMINISTERED BY THE BOARD OF HEALTH

Institution	Number of Residents	Age of Residents	Number of Books	Number of Books Added 1967/68	Number of Periodicals	Circulation	Books to meet minimum Nat. Standard	Additional Books Needed
Indiana School for the Blind	195	8-20	4,000	1,000	15	1,200	6,000	2,000
Indiana School for the Deaf	618	4-19	9,796	757	58	5,170	6,180	--
Indiana Soldiers' and Sailors' Children's Home	500	6-18	13,500	384	90	16,000	6,000	--

CHART XIII

AUDIO-VISUAL MATERIALS IN CHILDREN'S INSTITUTIONS ADMINISTERED BY THE BOARD OF HEALTH

Institution	Films	Filmstrips	Slides	Recordings	Tapes	Other
Indiana School for the Blind	--	--	--	145	89	--
Indiana School for the Deaf	313	556	60	42	--	4 sets of short strips 8-drawer information file 12-drawer picture file
Indiana Soldiers' and Sailors' Children's Home	30	350	--	200	200	--

CHART XIV

EXPENDITURES FOR LIBRARY MATERIALS IN CHILDREN'S INSTITUTIONS ADMINISTERED BY THE BOARD OF HEALTH MEASURED AGAINST NATIONAL SCHOOL LIBRARY STANDARDS

Institution (and number of residents)	Annual Materials Expenditure (Includes Books and Audio-Visual Materials)	Recommended Expenditure for Books (National Standard @$5.00 per Student)	Recommended Expenditure for Audio-Visual Materials (Nat'l. Standard @ $3.00 per Student)	Total Minimum Expenditure Recommended by Standards
Indiana School for the Blind (195)	$3,950 (2,000 ESEA Title II)	$1,000	$ 585	$1,585
Indiana School for the Deaf (618)	2,330.46 (1,500 ESEA Title II)	3,090	1,854	4,944
Indiana Soldiers' & Sailors' Children's Home (500)	2,126.80 (1,100 ESEA Title II)	2,500	1,500	4,000

CHART XV

CHILDREN'S INSTITUTIONS ADMINISTERED BY THE BOARD OF HEALTH: PHYSICAL FACILITIES AND ACCESS

Institution	Number of Residents	Number Square Feet	Number Readers' Seats	Linear Feet Shelving	Total Hours Open Per Week	Evening-Summer Week-end Hours
Indiana School for the Blind	195	2,000	40	350	41½	no evenings or weekends
Indiana School for the Deaf*	618	1,200	56	389	40	no evening or weekend hours
Indiana Soldiers' and Sailors' Children's Home	500	1,134	40	768	35	no evening or weekend hours. Classes come to library one hour per week. Library is open during summer.

*Library is being moved to gymnasium; present facility is very overcrowded.

CHAPTER 5

LIBRARY SERVICE IN HOSPITALS AND TRAINING CENTERS ADMINISTERED BY THE INDIANA DEPARTMENT OF MENTAL HEALTH

The following comparisons are based on questionnaires completed in the fall of 1968 by all institutions administered by the Department of Mental Health with the exception of the Northern Indiana Children's Hospital,[1] and the minimum standards for patients' library service endorsed by the American Hospital Association, the American College of Surgeons, the American Library Association and the Special Libraries Association in 1953. Since there are at present no specific standards for institutions for the mentally retarded, the hospital standards were applied with the assumption that in hospitals with a large population of mentally retarded, audio-visual materials would be substituted for the books and periodicals recommended.

The standards recommend: for hospitals up to 300 beds, a minimum of eight books per patient; for 301-500 beds, a minimum of seven books per patient; 501-800 beds, a minimum of six books per patient; 801-1100 beds, a minimum of five books per patient; 1,101-1500 beds a minimum of four books per patient; for larger hospitals, "fewer volumes than . . . in the above scale."

Charts XVI and XVII record the material now available for patients in hospitals and training schools administered by the Department of Mental Health. Chart XVIII indicates what would be necessary to bring book collections in the Department of Mental Health hospitals to minimum standard.

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[1]The Northern Indiana Children's Hospital was not included in this study because all its patients are severely and profoundly retarded children under the age of 6.

CHART XVI

LIBRARY MATERIALS FOR PATIENTS IN INDIANA STATE MENTAL HEALTH HOSPITALS

Hospital	Number of Patients (based on average daily population for year ending 6/30/68)	Number of Volumes	Number of Volumes Added 1967/68	Number of Periodicals	Circulation
Norman Beatty Memorial Hospital	1,945	6,300	300	33	1,500
LaRue Carter Memorial Hospital	157	2,396	278	35	3,232
Central State Hospital	2,113	11,919 plus 5,131 paperbacks	NA	--	4,468
Evansville State Hospital	896	4,628	176	20	1,723
Evansville State Psychiatric Treatment Center for Children	21	400	150	7	NA
Fort Wayne State Hospital & Training Center	2,142	2,162	50	3	NA

NA = Information not available

CHART XVI--(Continued)

Hospital	Number of Patients (based on average daily population for year ending 6/30/68)	Number of Volumes	Number of Volumes Added 1967/68	Number of Periodicals	Circulation
Logansport State Hospital	1,925	3,404	485	37	6,333
Madison State Hospital	1,203	2,115	--	--	NA
Muscatatuck State Hospital and Training Center	1,747	510	10	5	76
New Castle State Hospital	848	1,300	25	4	(closed for renovation)
Richmond State Hospital	1,302	5,540	226	14	2,280

NA = Information not available

CHART XVII

AUDIO-VISUAL MATERIALS IN INDIANA STATE MENTAL HEALTH HOSPITALS

Hospital	Films	Filmstrips	Slides	Recordings	Tapes
Evansville State Psychiatric Treatment Center for Children	--	450	--	400	25
Fort Wayne State Hospital	93	720	100	50	--
Logansport State Hospital	--	12	12	64	12
Muscatatuck State Hospital and Training Center	--	20	--	472	3
New Castle State Hospital	12 (silent)	217	255	781	2

To the $85,015 needed to bring collections to minimum standard should be added $17,003 (or $1.00 per volume) to acquire and catalog the material.

In order to maintain collections for patients in hospitals, the standards recommend a budget adequate to allow for annual turnover of at least one-fifth of the collection. Applying these criteria, and allowing $800 per hospital for periodicals and newspapers, Chart XIX details the funds necessary to maintain collections in Indiana mental health hospitals at minimum standard.

Personnel

Minimum standards recommend that hospitals with up to 300 beds have one professionally qualified librarian (with a Master's degree from an accredited library school), and clerical help as needed; hospitals with 301-500 beds, one and one-half librarians and one clerical assistant; over 500 beds, two to five librarians and one or more clerical assistants.

No mental health hospital in Indiana approaches this standard. The only hospital reporting a qualified librarian uses her only part time for patients' library service. No hospital uses the person assigned primary responsibility for patients' library service full time. Chart XX details the staffing patterns of Indiana's mental health libraries.

To meet the minimum standard for patients' library service would require twenty-nine professional librarians: one at LaRue Carter, two at New Castle, three at Evansville, Logansport, Madison, Muscatatuck, Richmond and Norman Beatty and four at Central and Fort Wayne. Until the patient load at the Evansville State Psychiatric Treatment Center for Children is substantially increased it seems unfeasible to assign a librarian there. Perhaps one of the librarians stationed at the Evansville State Hospital could provide some interim assistance. When one reflects on the distances between buildings in the state mental hospitals, and the challenge of serving such a wide variety of patients, the national standards seem conservative indeed.

CHART XVIII

FUNDS REQUIRED TO BRING BOOK COLLECTIONS IN INDIANA STATE MENTAL HEALTH HOSPITALS TO MINIMUM STANDARD

Hospital	Number of Patients	Number Books Required by Standards	Present Collection	Additional Volumes Needed	Cost @ $5.00 per Volume
Norman Beatty Memorial Hospital	1,945 (3)*	5,835	6,300	----	----
LaRue Carter Memorial Hospital	157 (8)	1,256	2,396	----	----
Central State Hospital	2,113 (3)	6,339	11,919	----	----
Evansville State Psychiatric Treatment Center for Children	21 (8)	168	400	----	----
Evansville State Hospital	896 (5)	4,480	4,628	----	----
Fort Wayne State Hospital & Training Center	2,142 (3)	6,426	2,162	4,264	$21,320

CHART XVIII--(continued)

Hospital	Number of Patients	Number Books Required by Standards	Present Collection	Additional Volumes Needed	Cost @ $5.00 per Volume
Logansport State Hospital	1,925 (3)*	5,775	3,404	2,371	$11,855
Madison State Hospital	1,203 (4)	4,812	2,115	2,697	13,485
Muscatatuck State Hospital and Training Center	1,747 (3)	5,241	510	4,731	23,655
New Castle State Hospital	848 (5)	4,240	1,300	2,940	14,700
Richmond State Hospital	1,302 (4)	5,208	5,540	----	----

Total Number of Volumes Needed: 17,003
Total Funds Needed: $85,015
* Numbers in parentheses indicate number of volumes required by the standards per patient.

CHART XIX

FUNDS NECESSARY TO MAINTAIN COLLECTIONS IN INDIANA STATE MENTAL HEALTH HOSPITALS AT MINIMUM STANDARD

Hospital	Recommended Collection	New Material and Replacement Needed	Cost @ $5.00 per Volume	Periodicals and Papers	Total
Norman Beatty Memorial Hospital	5,835	1,167	$5,835	$800	$6,635
LaRue Carter Memorial Hospital	1,256	251	1,256	800	2,056
Central State Hospital	6,339	1,267	6,339	800	7,139
Evansville State Psychiatric Treatment Center for Children	168	33	168	400	568
Evansville State Hospital	4,480	896	4,480	800	5,280
Fort Wayne State Hospital & Training Center	6,426	1,285	6,426	800	7,226
Logansport State Hospital	5,775	1,155	5,775	800	6,575

CHART XIX--(Continued)

Hospital	Recommended Collection	New Material and Replacement Needed	Cost @ $5.00 per Volume	Periodicals and Papers	Total
Madison State Hospital	4,812	962	$4,812	$800	$5,612
Muscatatuck State Hospital and Training Center	5,241	1,048	5,241	800	6,041
New Castle State Hospital	4,240	848	4,240	800	5,040
Richmond State Hospital	5,208	1,041	5,208	800	6,008

Total Number of Volumes to be Added Annually: 9,953
Total Annual Materials Budget: $58,180

CHART XX

PERSONNEL ADMINISTERING LIBRARY SERVICE TO PATIENTS IN INDIANA STATE MENTAL HEALTH HOSPITALS

Hospital	Title of Person Responsible for Library	Education	Salary	Time Spent in Library	Additional Staff
Norman Beatty Memorial Hospital	"Librarian"	H.S.	$4,140	60%	1 Resident Aide
LaRue Carter Memorial Hospital	Patients' Librarian	2 years College	4,608	50%	1¼ Clerks
Central State Hospital	Librarian	Master's in Education	9,000	Divides Time between Medical School, Patients' Alcoholism Library	1 Clerk, Volunteers and Patients
Evansville State Psychiatric Treatment Center for Children	School Secretary	Business School	5,280	25%	----
Evansville State Hospital	Recreation Supervisor	B.S.	9,000	3 hours weekly	1 Aide (H.S.), Volunteers and Patients
Fort Wayne State Hospital & Training Center	Teacher	M.S.	NA	25%	2 Resident Aides

CHART XX--(Continued)

Hospital	Title of Person Responsible for Library	Education	Salary	Time Spent in Library	Additional Staff
Logansport State Hospital	Librarian	M.S. in Library Science	$7,560	37%	3 Resident Aides
Madison State Hospital	Activity Therapist	H.S.	4,560	12%	1 Volunteer 1 Resident Aide
Muscatatuck State Hospital and Training Center	Activity Therapist Assistant	1 Year College	5,040	80%	---
New Castle State Hospital	Activity Therapist Coordinator	M.S.	NA	0	2 Volunteers 1 Resident Aide
Richmond State Hospital	Recreation Supervisor	B.S.	7,200	Under 10%	2 Volunteers

NA = Information not available

CHART XXI

EXPENDITURES FOR PATIENTS' LIBRARY SERVICE IN INDIANA STATE MENTAL HEALTH HOSPITALS, 1967/68

Hospital	Personnel	Books	Periodicals	Audio-Visual Materials	Other (supplies, etc.)	Total
Norman Beatty Memorial Hospital	----	----	$226.75	----	$ 75	$ 301.75
LaRue Carter Memorial Hospital	$5,748	$ 300	----	----	----	6,048
Central State Hospital	4,500 (50% Librarian's time)	80	----	----	917.92	5,497.92
Evansville State Psychiatric Treatment Center for Children	----	200	100	$3,000	221	3,521
Evansville State Hospital	2,300	357	495.50	----	50	3,202.50
Fort Wayne State Hospital & Training Center	----	1,500	30	1,500	500	3,530

CHART XXI--(Continued)

Hospital	Personnel	Books	Periodicals	Audio-Visual Materials	Other (supplies, etc.)	Total
Logansport State Hospital	$2,797.20 (37% Librarian's time)	$1,600[1]	----	----	----	$4,397.20
Madison State Hospital	No Specific Budget -- Taken Out of Operating Budget.					
Muscatatuck State Hospital and Training Center	5,040	Less than $7	----	----	----	5,047
New Castle State Hospital	----	----	----	----	----	----
Richmond State Hospital	----	101.70	$283.43	----	----	385.13
Total Reported Expenditure for Patients' Library Service:						$31,930.50

[1] Includes Periodicals and Supplies

CHART XXII

SERVICES OFFERED BY INDIANA STATE MENTAL HEALTH HOSPITALS

Hospital	Reading Guidance	Remedial Reading	Book Reviews	Story Telling	Film Programs	Record Concerts	Book Discussion	Bedside Service
Norman Beatty Memorial Hospital	----	----	----	----	----	----	----	----
LaRue Carter Memorial Hospital	Activity Therapist Assistant	Activity Therapist Assistant 2 hrs./ week in school term	----	Activity Therapist Assistant daily	Recreation Therapist weekly	Music Therapist weekly	----	----
Central State Hospital	Librarian on referral of Physician or Psychologist	Librarian rarely	Librarian rarely	----	Librarian & volunteers weekly	----	Librarian rarely	Volunteers weekly
Evansville State Hospital	no	----	----	----	----	----	----	Recreation Assistant once a week on 18 wards
Fort Wayne State Hospital & Training Center	Teacher	Teacher daily	----	----	Teacher weekly	----	----	----

CHART XXII--(Continued)

Hospital	Reading Guidance	Remedial Reading	Book Reviews	Story Telling	Film Programs	Record Concerts	Book Discussion	Bedside Service
Logansport State Hospital	no	----	Volunteers & Patients	Librarian June-October	----	----	----	Volunteer occasionally
Madison State Hospital	no	----	----	----	----	----	----	----
Muscatatuck State Hospital and Training Center	Activity Therapist Assistant	daily	----	3 times weekly	----	----	----	Students once a week in summer
New Castle State Hospital	no	----	----	----	----	----	----	----
Richmond State Hospital	no	----	----	----	----	----	----	----

Estimating the salaries of the professional librarians at $8,000 and providing one clerk to each of the ten major hospitals at $5,000 would bring the minimum annual personnel budget for patients' library service to $282,000.

Chart XXI details the current expenditures in these hospitals for patients' library service.

With the exception of those at Fort Wayne and Muscatatuck, the mental hospital libraries are housed in pleasant quarters. None of the state hospitals are able to provide regular book-cart visits to patients unable to come to the library, a service recommended by the minimum standards. None of them conduct group bibliotherapy sessions; none of them make anything approaching full use of audio-visual materials. All these services are impossible without an adequate staff of fully qualified librarians. Chart XXII details the library services presently being offered patients in the state mental health hospitals.

Seven of the state mental hospitals are conducting formal instruction for some of their patients. Numbers of students range from twenty-five at the Evansville State Psychiatric Treatment Center for Children, to 107 at the New Castle State Hospital. Central and Richmond have received grants under the Elementary-Secondary Education Act. The others record no expenditures for school library materials. Chart XXIII details information on the minimal school library resources in the state mental hospitals.

In summary, in order to bring book and periodical collections for patients to minimum standard in all eleven Department of Mental Health

CHART XXIII

INDIANA STATE MENTAL HEALTH HOSPITALS: SCHOOL LIBRARIES

Hospital	Number of Students (& age range)	Number of Volumes	Number of Volumes Added 1967/68	Periodicals	Audio-Visual Materials	Expenditures
LaRue Carter Memorial Hospital	32 (6-18)	Same as central library except for			100 filmstrips	
Central State Hospital	65 (8-18)	3,912	857	2	miscellaneous instructional materials	$4,000 (ESEA)
Evansville State Psychiatric Treatment Center for Children	25	Same as central library				
Logansport State Hospital*	70 (6-60)	150	25	----	12 filmstrips 12 slides 12 tapes 50 records	----
Madison State Hospital	85 (7-21)	Depends on books loaned by Madison Consolidated Schools				
New Castle State Hospital	107 (8-60)	826	9	----	396 miscellaneous Audio-Visual materials	----
Richmond State Hospital	33 (8-19)	1,563	50	----	10 filmstrips 12 recordings	374.30

*Not really a school library, but a "book room" for the school. Depends on central library.

hospitals surveyed would require a total book fund of $85,015, plus $17,003 for acquisition and cataloging. To maintain collections at the present minimum standard would require an annual materials budget of $58,180, and a personnel budget of $282,000. The cost of improved space and equipment at Fort Wayne and Muscatatuck is difficult to estimate since it might be arranged by a reallocation of resources within the institutions, but especially at Fort Wayne, improved library service would be impossible in the space provided.

The average daily population for the eleven hospitals surveyed for the year ending June 30, 1968 was 14,299. In order to provide these patients with library service of minimum quality would thus require an annual expenditure of approximately $20 per capita, less than one per cent of these institutions' total operating budgets for the year 1967/68.

CHAPTER 6

LIBRARY MATERIALS AND SERVICES APPROPRIATE TO RETARDED PERSONS

The goal of all state institutions for the mentally retarded in Indiana and elsewhere is to return to the community as soon as possible all those retarded persons who show any potential for attaining reasonable levels of independence, and to provide stimulation and opportunity for growth, however minimal, for those patients who can never function outside the institution. In order to reach this goal, educational programs in most institutions are structured to inculcate acceptable habits and to help inmates to achieve personal and social adjustment and a measure of economic usefulness. The library in the institution exists to implement and reinforce this educational program.

Retarded persons in Indiana institutions suffer varying degrees of intellectual deficit. There are some so severely retarded that they can profit only minimally from most library services, although, like all the residents, they may profit indirectly from information services to their parents and to institutional staff. This severely retarded group comprises nationally about 30% of the population in institutions for the retarded. There are others (nationally about 50% of these institutions' total population) who are on a trainable level, with I. Q.'s from about 20 to 49. This group can benefit greatly from a variety of multi-sensory aids, such as records, tapes, films, filmstrips, pictures, models, etc., which extend their life experience and reinforce direct instruction. The remainder of these institutions' population (20% nationally) are mildly retarded, and would be able to

benefit not only from the above instructional materials, but also from carefully selected books and periodicals. The proportion of each of these groups in the total institutionalized population in Indiana may, of course, vary somewhat from the national averages.[1]

Researchers have discerned several trends in the population of institutions for the retarded across the nation: 1) there are more older children in institutions; 2) twice as many boys as girls are in institutions; 3) there is an increase of non-white children in institutions; and 4) there is a higher percentage of children, rather than retarded adults, in institutions.[2] Librarians who might in the future be working in Indiana institutions should be aware of these national trends and the degree to which they are reflected in individual Indiana institutions. The implication of these trends for the selection of materials and the planning of services is obvious.

In shaping the library program, the librarian must be aware of the learning characteristics of the retarded person. Often the motivation of the retarded person to learn has been significantly diminished by his long history of personal failure.[3] He has difficulty in retaining information, in generalizing in new situations, in paying attention.[4] Many

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[1]R. Rothstein, Mental Retardation (New York: Holt, Rinehart, 1963).

[2]I. I. Goldberg and M. L. Rooke, "Research and Educational Practices with Mentally Deficient Children," in N. G. Haring and R. L. Schiefelbusch (eds.), Methods in Special Education (New York: McGraw-Hill, 1967).

[3]L. S. Blackman, "Research Needs in the Special Education of the Mentally Retarded," Exceptional Children, (1963) 29, 377-83.

[4]M. L. Hutt and R. G. Gibby, The Mentally Retarded Child (Boston: Allyn and Bacon, 1965).

retarded persons have slow reaction time, and find it hard to grasp concepts, to evaluate, to anticipate the consequence of their actions.[1] In general, authorities agree that although their abilities vary, retarded persons are usually deficient in comprehension, association, generalization, symbolization, judgment, reasoning and frustration tolerance. In addition, brain-damaged children are likely to have special problems in behavior, perception and coordination. The institution library should be prepared with materials designed to compensate for these difficulties.

In general, it seems obvious that materials selected for the retarded child should: 1) be related to his learning characteristics; 2) be appropriate to his developmental level; 3) be related to the curriculum and room organization; 4) be related to his interests; 5) provide an opportunity for his self-expression; 6) be related to his life needs; and 7) strengthen and develop prevocational, vocational and advocational skills.[2] Whenever possible, instructional materials should be concrete in nature, rather than abstract or symbolic.

Based upon the above guidelines, the librarian can conclude that books selected for the mentally retarded should have bright pictures, simple, repetitious text and large print. The growing number of adult picture books, the publishers' editions of books in large print and the vast amount of new material designed for the illiterate adult should aid the librarian in selecting printed material for the retarded.

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[1]Malinda D. Garton, Teaching the Educable Mentally Retarded: Practical Methods (Springfield, Ill.: Charles C. Thomas, 1962).

[2]Romaine P. Mackie, H. M. Williams and L. M. Dunn, Teachers of Children Who Are Mentally Retarded, U. S. Department of Health, Education and Welfare, Bulletin 1957, No. 3 (Washington, D. C.: U. S. Government Printing Office, 1957).

Books, however, may be a minor part of the collection in most libraries for the retarded. The librarian must be a multi-media specialist, utilizing many other tools, such as teaching machines, tape recorders, record players, film projectors, and language development machines. The library collection might include files of pictures, menus, telephone books, catalogs, puppets, want ads, games, calendars, tickets, television guides, i.e., a wide variety of materials to help the individual to function better in the community.

In choosing materials the librarian must be ingenious. For example, one librarian in an institution in Michigan developed model kits for her teachers. When a unit on transportation is being taught, she can supply a kit of toys illustrating various modes of travel. She has even been known to send live models, including a bowl full of goldfish for use with a particular unit.

The librarian for the retarded must experiment with materials developed for other disability groups, such as captioned films for the deaf, and talking books for the blind, which are now available also to the physically handicapped. The librarian should be acquainted with companies which publish materials especially for the retarded such as Stanwix House, John Day, Fearon and Teaching Resources, Inc. Among the richest sources for materials for the retarded are the U. S. Office of Education regional instructional materials centers. Indiana's regional center is located at Michigan State University in East Lansing, Michigan.

The idea of establishing instructional materials centers was formulated in 1962 when the President's Panel on Mental Retardation sent a

number of teams to study European programs for the mentally retarded. The teams which visited the Netherlands were impressed with the importance placed on educational materials there and by the fact that teachers were particularly well-trained in the development and use of these materials. Following the recommendation of the President's Panel, instructional materials centers were established throughout the United States by the Research Branch of the Handicapped Children and Youth Division of the U. S. Office of Education.

The children and youth for whom the regional centers' services are designed include those who are mentally retarded, physically handicapped (including crippled, hospitalized, and homebound), deaf, visually handicapped, emotionally disturbed and those with learning disabilities or speech problems. The centers offer a wide variety of services including the collection, evaluation, production and display of instructional materials, as well as intensive consulting services for teachers and librarians.

Because of the general shortage of appropriate materials for the retarded (and other handicapped persons) the centers provide facilities for the development and experimental modification of materials. Recently, the center in East Lansing has been experimenting with new uses for the continuous-loop tape cartridge to instruct retarded children.

Two technological advances in the area of simplified tape recording equipment have been identified by the center as especially useful for the retarded person. The first is what has been dubbed a "card reader." A large card, approximately four by ten inches, has a strip of recording

tape affixed to the back. On the front side of the card is the lesson material. This can be either in written form (words, diagrams, etc.) or in tangible form (small objects glued in place). In use, the student places the card in the unit, pushes a button, and hears the teacher. Then, by pushing another button, the student can record his own voice. The teacher's voice is never erased. The student can easily make comparisons to find out if he has responded correctly. Each time a student's voice is recorded on the card, the previous student's voice is automatically erased. When a teacher ascertains in which areas an individual student needs further work, assignments can be made utilizing the card reader. Packets of commercially produced cards are available, or, if the teacher so desires, he can make up his own material on blank cards.

The second piece of equipment is a portable cartridge tape player. There are many such units on the market that stress compactness and simplified controls. They are inexpensive and can be used in a variety of situations to facilitate learning. For the first time, it is feasible for the student to take the unit out of the classroom for home study. Sound libraries can be built by the teacher stressing auditory perception of "sounds around us." Structured reading exercises, arithmetic drills, and a variety of games are some of the types of material that can be effectively taught with the help of such a unit.

The research section of the East Lansing center is excited about the many yet-to-be exploited uses of tape recorders and recorded material, and expects increased movement in this direction during the next few years. It is also actively engaged in developing modifications

and new devices which will make the use of tapes a more significant and useful supplement to the instruction of the retarded child.

The tape recorder is just one tool among many which the librarian working with the mentally retarded can provide to teachers and other institutional staff. Experiments are being discussed at the Fort Wayne State Hospital and Training Center on the use of closed-circuit television as a device to help the retarded form a self-image. There may be new ways to use 8mm single concept films, filmstrips, models, etc.

The librarian as a multi-media, instructional materials specialist can make a vital contribution to the institution's treatment program, but in this role he must be a pioneer, for there are few guidelines or prior experiences to draw upon. The minimal library service in Indiana's state institutions for the retarded is unfortunately typical. There are no national standards for library services in such institutions. Although the rich literature in the fields of mental retardation and special education offers many clues to the librarian, a Comprehensive Bibliography of World Literature on Mental Retardation published recently by the U. S. Department of Health, Education and Welfare lists only eight articles directly related to library service for the mentally retarded.

The librarian should inform himself by reading widely, by course-work and institutes whenever possible, and by consultation with other staff members in the institution about new insights into the capacities and treatment of the mentally retarded. He should work with the staff and with the regional instructional materials center to evaluate the

effectiveness of the techniques and materials he develops.

With the stimulation provided by the Library Services and Construction Act, one can hope that library services will be developed in Indiana and across the nation which will provide a new dimension to the treatment of the mentally retarded.

CHAPTER 7

A SUMMARY OF LIBRARY SERVICE IN INDIANA STATE INSTITUTIONS

No Indiana state institution is providing library service which meets minimum national standards. No institution is realizing the potential of good library service for the rehabilitation of its patients or residents.

The lack of staff devoting full time to library development and the lack of a specific budget for library service make it difficult to interpret figures provided by the institutions on library expenditures and fund sources. Frequently the same figures appeared as expenditures for school library, resident library and staff library services. Occasionally, no figures were supplied at all. Taking into account these reservations on the accuracy of the available information one can summarize that Indiana expended in 1967/68 a total of $101,265.19 for all library services for all 22,116 residents[1] in all state institutions, or approximately $4.50 per capita. Added to this should be $39,509 expended by the Indiana State Library under the Library Services and Construction Act, Title IV. Correctional institutions spent a total of $39,985.69 or approximately $6.63 per inmate. Hospitals administered by the Department of Mental Health spent a total of $31,930.50, or $2.23 per patient. The three children's institutions under the Board of Health spent $27,577, or an average of $21 per child. The Soldiers' Home reports a total expenditure of $1,772 or about $4.60 per resident. The two tuberculosis hospitals spent nothing.

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[1]Based on average daily census for the year ending June 30, 1968.

Materials

Very little of the above expenditures were for library materials. Estimating the cost of a book at $5.00 per volume, it must be recorded that Indiana provided in 1967/68, in all its correctional institutions, less than one new book for every four inmates. In its mental health hospitals, Indiana provided approximately 25¢ per patient or one new book for every twenty patients; in the two institutions for the mentally retarded, the ratio was one new book for every nine residents. For the patients in the tuberculosis sanatoria and for the aged in the Soldiers' Home, the state provided no new library materials. The children's institutions added an average of one book per child.

In addition to the fact that current book funds are massively inadequate, the collections in most of the correctional institutions are cluttered with "gift" books: often out-of-date and inappropriate material, often in poor physical condition. Libraries for residents in the two training schools for the retarded lack both the colorful picture books and the books in large print which would be attractive to the retarded.

Collections in the mental hospitals and in the children's institutions, because they have the continuous supervision of a person whose duties were at least oriented toward a library, tended to be in somewhat better condition, despite the minimal expenditure for materials. Almost without exception, however, the number of volumes reported in the collections does not represent the amount of usable material.

Periodical and newspaper subscriptions for residents were even less available than books, despite the fact that these forms of literature are particularly useful for the non-reader found in most institutions, and are especially important in keeping the institutionalized person informed about, and oriented toward, the outside world to which most of them should return. A total of 124 periodical and newspaper subscriptions[1] were reported in all correctional institutions, or one periodical for every 48 inmates. In the psychiatric hospitals, a total of 150 subscriptions were reported, or one for every 69 patients. The two training schools for the retarded subscribed to eight periodicals and newspapers, or one for 486 patients. The three children's institutions reported a total of 163 subscriptions, or one for every eight children. The Soldiers' Home reported an expenditure of $582 for periodicals and newspapers. The tuberculosis sanatoria depended entirely on gifts for periodicals and newspapers.

Institutions with elementary or secondary schools have some audio-visual material, such as filmstrips, transparencies, etc., frequently purchased through grants under the Elementary-Secondary Education Act. Institutions commonly have projection equipment, and rent recreational films on a regular basis. Almost all institutions, especially those for the mentally retarded and the delinquent, have a high proportion of non-readers for whom film would be an obvious educational tool. A central film library at the state level with materials selected and annotated for the special needs of institutions could serve a very useful purpose.

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[1]Of these 124, 64 (at the Indiana Reformatory) had lapsed in the fall of 1968.

There is little or no use made by the institutions of local public libraries, or of the State Library, to supplement their own meager collections.

Personnel

Almost all institution superintendents interviewed mentioned the need for qualified librarians as paramount. There is only one fully qualified professional librarian working with patients in all the institutions of Indiana. With the exception of the Indiana Boys' School, the Indiana Girls' School, and the Indiana Reformatory, all correctional institutions staff their libraries with inmate help of fluctuating competence.

In the mental health hospitals, one staff member is commonly responsible for both the medical and patients' libraries. Only four of the hospitals provide paid clerical help in the library. In all mental hospitals the shortage of personnel makes it impossible for a book cart to visit the wards on a regular basis.

The lack of qualified personnel in all the institutions is reflected in the scope and quality of the collections, the lack of professional organization of materials, and most especially in the range of services available to residents. Regular, expert reading guidance, information and reference service, provision of book lists, exhibits, discussion groups based on books, periodicals, or films, and music appreciation groups are virtually non-existent. In order for the institution library to be a real tool of rehabilitation, qualified personnel is as essential

as adequate and appropriate materials.

Facilities

The majority of the institutions do not have space for materials, staff, and readers which the standards estimate as necessary for quality library service. Frequently the space allotted is not even adequate for the minimal library service presently being offered. Space is frequently ill-lit and shabby and sometimes so located that inmates cannot be permitted to visit the library. A few of the mental hospitals (e.g., Logansport) have excellent, cheerful, well-equipped library rooms, in striking contrast to the dispirited basement corner of the Fort Wayne Training Center "library." The directors of most of the institutions visited by the consultant indicated that although they were not in a position to expend substantial additional money for library personnel or materials without a budget increase, they could allot more and better space to the library if expansion became possible.

In general, it must be concluded that the gap between the $4.50 per capita which Indiana is now spending for library services for residents in all the institutions, and the approximately $20 per capita which would be necessary in order to meet minimum standards is reflected in library service of inferior quality.

CHAPTER 8

OPTIONS FOR THE ORGANIZATION OF INSTITUTIONAL LIBRARY SERVICE

The services, personnel, materials, and physical facilities needed to bring Indiana institutions to minimum standards for good library service, and to maintain these standards, have been detailed in the profiles in Chapters 3, 4 and 5, and as summarized would required an expenditure of approximately $250,000 for materials, a substantial rearrangement of space within the institutions to provide adequate space, the hiring of about forty librarians and ten clerks. Continuing this service would require annual expenditure of approximately $22 per institution resident, or $486,552. All of these estimates are based on 1968 costs and inmate population, and can be expected to rise. There is no alternative to making these expenditures if Indiana is to provide library service of real quality.

The question of how institutional library service should be organized and administered in Indiana to insure maximum service for the funds expended remains to be resolved.

Four administrative patterns are possible:

1. Make grants to each institution sufficient to build collections to minimum standard and to maintain them, and to establish the required number of professional positions, with the understanding that the institution provide out of its budget enough non-professional help, space and equipment to meet minimum standard. Since most institutions have access to an inmate welfare fund, it would seem reasonable to expect them to share also in the maintenance

of the collection. Librarians under this plan might be paid on the same salary scale as the institution teachers, i.e., on the scale of the highest paid surrounding school district. This plan has the advantage of administrative simplicity. Its disadvantages are that it tends to isolate the librarian from the stimulation of other librarians and to limit the possibility of transfer or promotion--a factor which would complicate the recruitment problem. A further disadvantage of this pattern is that it does not encourage the economies of central services such as acquisition and cataloging of materials.

2. Make grants to the nearby strong public libraries to enable them to provide staff to the institutions in their respective areas and to select, acquire, and process materials for these libraries, with the understanding that the institutions provide out of their budget sufficient non-professional staff, adequate space and equipment and some maintenance book funds. Under this pattern the librarians would be on location in the institutions but on the staff of the public libraries. Two advantages of this plan are that it facilitates the use of the nearby strong library collections as a back-up for the institution collection and that in the earlier stages of the program it might be possible for a librarian to divide time between two (or more) institutions in an area. One disadvantage is that some institutions are not located in areas with adequate public libraries. (See Appendix).

3. Establish three networks of institution libraries under the Departments of Corrections and Mental Health and the Board of Health. This could have the advantage, during the phasing-in period, of deploying resources as the central offices perceived the greatest need. It would provide good opportunity for group interaction, but would not provide the advantages of integration into a larger library staff. Under this plan, central services such as book ordering, cataloging, processing, etc., should be arranged by contract with the State Library where facilities for such services already exist. This pattern would facilitate maximum identification of the librarians with other personnel of the central staff of the departments.

4. Establish a network of institution libraries under the State Library. All materials for institution libraries might be centrally acquired, cataloged, and perhaps processed. Librarians could be on location in the institutions, but on the State Library staff, with the institutions responsible for providing out of their regular budgets for sufficient non-professional help, adequate supplies and equipment and some maintenance book funds. Book funds could be allocated to each institution in terms of its needs. Some special collections might be rotated from one institution to another. Librarians might aid each other in evaluating books for institutions. A central audio-visual collection might be maintained. Sharing of book lists, posters, book marks, etc., might be arranged. Librarians

might meet together to discuss common problems, and within the institution library group, might develop teams of specialists for each type of patron: delinquent, criminal, mentally retarded, mentally ill, aged, etc. The advantages of this pattern are that it would facilitate the use of the State Library as a back-up resource to the institutions, would encourage the provision of central services such as central cataloging, audio-visual collection, etc., would provide some savings (such as maximum discounts in ordering of periodicals for all institutions in a single bid), and, perhaps most importantly, would provide the best framework for developing a highly-skilled corps of institutional librarians, educating and stimulating each other, and capable of providing Indiana with top quality service of genuine rehabilitative significance. It would facilitate transfer of librarians from one institution to another, or from institutional service to some other State Library section, when this seemed desirable. It would enable a chain of promotion, which is virtually impossible when a single librarian works in an institution. This pattern, offering librarians opportunity to join an established library in an exciting new program of wide scope, would probably provide the best framework for recruiting and keeping professional staff. Since the program shall need to be phased in, this administrative pattern would lend itself to placing librarians where the need and potential was greatest. The disadvantage of this central organization at the State Library, as well as of an organization through the public libraries, is that the individual librarians would need to be responsible

both to the director of the institution to which they were assigned and to their supervisors at the library. It should be remarked here that most institution directors interviewed by the consultant, indicated that they saw no insuperable problems to having the librarians on the State Library staff, although all emphasized that the librarian must function as a part of the institution team.

Under alternate patterns 1, 2 or 3, the State Library might act in an advisory capacity, offering in-service training, evaluation of services and needs in terms of standards, technical advice, and on a contractual basis, central services, such as acquisition and organization of materials.

Even if Indiana were prepared to spend enough money to bring all institution libraries up to standard in one year, it would probably be difficult, if not impossible, to hire enough librarians to implement the program, and to select, order and process enough materials in such a short period. It will therefore be necessary to establish priorities and to plan for a program of orderly phase-in, perhaps over several years. The following alternatives should be considered:

1. Give priority to the institution population best able to use and profit by library service. Under this plan, the correctional institutions, where residents are healthy and sane, would warrant first priority, followed by Board of Health institutions, then the psychiatric hospitals and finally the training schools for the mentally retarded.

2. Give priority to the institutions now providing the least library service. Under this plan the correctional institutions and the training schools for the mentally retarded would have first priority. Lowest priority would be assigned the institutions under the Board of Health since they now provide relatively adequate library service.

3. Give priority to those institutions now offering the best library service, building them up as models. This would give the Board of Health institutions top priority. Among the psychiatric hospitals, Logansport or LaRue Carter would be chosen, and Muscatatuck as the better training school library. Among the correctional libraries, the Indiana Girls' School library is probably the best.

4. Attack the problem by region, giving priority to those institutions in the Indianapolis area first. This could mean that in the initial stages of the program, a team of librarians might spend part-time in each of several institutions.

5. Give priority to the largest institution of each type. Under this plan, service should be improved first in Central State Hospital, Fort Wayne Hospital and Training Center, the Indiana Reformatory and the School for the Deaf. It does seem obvious that the tuberculosis hospitals and the Evansville State Psychiatric Treatment Center for Children with their very low patient population should be given low priority.

6. Give priority to those institutions treating children and young people. This would mean that service should be improved first in the correctional institutions at the Indiana Boys' School, the Indiana Girls' School, the Reformatory at Pendleton and the Youth Center at Plainfield. Among the mental hospitals, priority would be given to the Evansville State Psychiatric Treatment Center for Children. Among the institutions under the Board of Health, priority would be given to the Children's Home and to the Schools for the Blind and for the Deaf.

Essentially, whatever priority is adopted, the decision must be made whether or spread some improvement over many institutions, or whether to effect dramatic change in one or a few institutions as a demonstration. It seems, whichever option is adopted, that priority must be given to qualified personnel, despite the large gaps in materials.

CHAPTER 9

RECOMMENDATIONS FOR FIRST STEPS IN IMPROVING LIBRARY SERVICES FOR RESIDENTS OF INDIANA STATE INSTITUTIONS

The minimal library service now available in most Indiana state institutions is an index to the value attached to this service by the people in Indiana who make the decisions, including the administrators of the departments responsible for the institutions, the superintendents of the individual institutions, the advisory councils charged with the improvement of the total program, the legislature, the governor, and eventually, the people of Indiana, the taxpayers who determine in the last analysis the policy of the state. It is evident that libraries are generally considered fringe services, offering no significant contribution to the central treatment purpose of the institutions, whether that purpose be the cure of a mentally or physically ill person; the return to society of a person with positive, law-abiding, rather than criminal attitudes; the training of the mentally retarded to full capacity; the education of children; or, the stimulation of old people to remain interested and interesting as long as they live. It must be proven to the people of Indiana that library services can make a positive, significant, indispensable contribution to the central purposes of all the state institutions. The following recommendations for first steps are based upon this conviction.

Recommendation I

Establish a demonstration model institution library in one institution, providing quality service which meets national standards. Set up

evaluative procedures at the beginning of the project to measure the results of the library service in terms of the purpose of the institution. In deciding where to establish the first model library, the following considerations should apply.

1) Priority should be given first to correctional institutions since these inmates are best able to profit from library resources. Second priority should be given to mental hospitals and training centers.

2) Among correctional institutions, priority should be given to institutions treating young people and first offenders, as the group most able to profit by library service.

3) The institution chosen should be one whose superintendent, staff and advisory council are sincerely interested in using library services to implement the total treatment program of the institution, and in conducting the evaluation.

4) The institution chosen must be in a position to provide space and equipment adequate to the library, as defined by the minimum standards for correctional libraries.

5) The institution chosen must be able to provide one full-time clerical assistant, or an equivalent amount of part-time clerical help, either from the paid staff or inmate population.

6) The institution chosen must be willing and able to adjust institution work schedules, etc., so that inmates have adequate access to the library.

7) The institution chosen must provide enough custodial help to insure access to the library during the leisure hours of the prisoners, as recommended in the standards.

8) The institution chosen must be willing to allocate matching funds, to the extent possible, for the purchase of materials to maintain the collection.

9) The institution chosen must have an active treatment program and a formal education program for the inmates.

Although the above criteria might be met by the Indiana Boys' School, Girls' School, the Reformatory at Pendleton or the State Farm, the new Youth Center which is scheduled for completion in September, 1969, seems to this consultant to be the best institution for the demonstration. Space for a library is included in the construction plans. Hopefully, the initial equipping and stocking of this library may be included in the capital costs of construction. As Indiana's newest institution, it is assumed that the Youth Center will conduct a model program, ideal to prove the library's value. The proximity of the Indiana Boys' School might extend the use of the library to another group of persons.

Administratively, the library should be a joint project of the Department of Corrections and the State Library. The Department should provide space, equipment, the initial collection of 6,000 volumes, and clerical help. The State Library, with federal funds under LSCA Title IV A, should provide a professional librarian (Grade II or III) acceptable to the superintendent of the Youth Center; subscriptions to

periodicals and newspapers; centralized acquisition, cataloging and processing of books; a membership in the Public Library Educational Film Circuit; back-up resources from its collections; and a continuing book fund for three years, based upon the national standard for the number of inmates served. The State Library should also commit a small sum of money to the periodic monitoring of the service to document the degree to which the library contributes to the purposes of the institution. The evaluation should be done by a university, and should employ accepted methods of social research.

The State Librarian and the Superintendent of the Youth Center should make an annual progress report to the Indiana Library and Historical Board, to the Advisory Council of the Youth Center, and to the Commissioner of Corrections and his advisory council.

At the end of three years, the service should be reviewed in terms of its contribution to the correction program. If the library can be demonstrated to have been of genuine therapeutic, rehabilitative value, recommendations should be made to the governor and to the legislature to continue the Youth Center library and to initiate improved library service in the other state institutions.

Recommendation II

At the same time, the State Library should aid the remaining institution libraries by an active in-service training program addressed to institution educational directors as well as to librarians. This program should include frequent workshops and a regular newsletter which

emphasizes State Library resources, explains how to procure free and inexpensive materials, and gives recommendations for new books and other printed and non-printed materials.

Recommendation III

The State Library should immediately undertake the acquisition, cataloging and processing of all materials ordered for all state institution libraries.

Recommendation IV

The State Library should immediately establish a central audio-visual collection for the use of all state institutions; there should be an annotated catalog in book form available. This audio-visual collection should be staffed by a specialist able to guide local institution staff in the use of these materials.

APPENDIX

DIRECTORY OF SURVEYED INDIANA STATE INSTITUTIONS

*** Norman M. Beatty Memorial Hospital
Address: P. O. Box 473, Westville, 46391
Phone: (219) 785-2511

*** LaRue D. Carter Memorial Hospital
Address: 1315 West 10 Street, Indianapolis, 46202
Phone: (317) 634-8401

*** Central State Hospital
Address: 3000 West Washington Street, Indianapolis, 46222
Phone: (317) 637-5511

*** Evansville State Hospital
Address: Evansville, 47701
Phone: (812) 476-1301

*** Evansville State Psychiatric Treatment Center for Children
Address: 3300 East Morgan Avenue, Evansville, 47711
Phone: (812) 477-6436

*** Fort Wayne State Hospital and Training Center
Address: 801 East State Street, Fort Wayne, 46805
Phone: (219) 484-6621

** Indiana Boys' School
Address: Plainfield, 46168
Phone: (317) 839-6535

** Indiana Girls' School
Address: 2596 Girls' School Road, Indianapolis, 46224
Phone: (317) 244-3387

** Indiana Reformatory
Address: Pendleton, 46064
Phone: (317) 778-2107

* Indiana School for the Blind
Address: 7725 North College Avenue, Indianapolis, 46240
Phone: (317) 253-1481

* Indiana School for the Deaf
Address: 1200 East 42nd Street, Indianapolis, 46205
Phone: (317) 924-4374

* Indiana Soldiers' and Sailors' Children's Home
Address: Knightstown, 46148
Phone: (317) 345-4250

** Indiana State Farm
Address: P. O. Box 76, Greencastle, 46135
Phone: (317) 653-3166

* Indiana State Hospital for Chest Diseases
Address: Rockville, 47872
Phone: (812) 569-3151

** Indiana State Prison
Address: P. O. Box 41, Michigan City, 46360
Phone: (219) 874-7258

* Indiana State Soldiers' Home
Address: Lafayette, 47901
Phone: (317) 463-1502

** Indiana Women's Prison
Address: 401 North Randolph Street, Indianapolis, 46201
Phone: (317) 639-2671

*** Logansport State Hospital
Address: Logansport, 46947
Phone: (219) 753-7561

*** Madison State Hospital
Address: Madison, 47250
Phone: (812) 265-2611

*** Muscatatuck State Hospital and Training Center
Address: Box 77, Butlerville, 47223
Phone: (219) 346-1401 (North Vernon)

*** New Castle State Hospital
Address: P. O. Box 34, New Castle, 47362
Phone: (317) 529-0900

*** Richmond State Hospital
Address: Richmond, 47374
Phone: (317) 966-0511

* Southern Indiana Tuberculosis Hospital
Address: New Albany, 47150
Phone: (812) 945-5287

* Administered by the Board of Health.
** Administered by the Department of Corrections.
*** Administered by the Department of Mental Health.

INDIANA ADVISORY COUNCIL ON INSTITUTIONAL LIBRARY SERVICES

Library Services and Construction Act, Title IV A

Robert O. Yoho, H. S. D. Assistant State Health Commissioner, State Board of Health, 1330 W. Michigan St., Indianapolis. Appointed to serve three years.

D. A. Hutchinson, Superintendent, Indiana School for the Blind, 7725 College Ave., Indianapolis. Appointed to serve two years.

William B. Shuba, Education Administrator, Central State Hospital, 3000 E. Washington St., Indianapolis. Appointed to serve one year.

Stanley W. Brewer, Superintendent, Indiana Soldiers' and Sailors' Children's Home, Knightstown, Appointed to serve one year.

Gerald S. O'Morrow, Director of Educational and Activity Therapy, Department of Mental Health, 1315 W. 10th St., Indianapolis. Appointed to serve three years.

Ora R. Ackerman, Ed. D., Superintendent, Fort Wayne State Hospital and Training Center, 801 E. State Blvd., Fort Wayne. Appointed to serve two years.

John Racop, School Administrator, Logansport State Hospital, Longcliff, Logansport. Appointed to serve one year.

Alfred J. Lamb, Superintendent, Indiana School for the Deaf, 1200 E. 42nd St., Indianapolis. Appointed to serve three years.

Ward Lane, Warden, Indiana State Prison, Michigan City. Appointed to serve three years.

Adeline VanLone, Librarian, Indiana State Soldiers' Home, Lafayette. Appointed to serve one year.

Frank Manfred, Ass't. Superintendent, Dr. Norman M. Beatty Memorial Hospital, Westville. Appointed to serve two years.

Harold Toombs, 625 W. Main St., Greenwood. Appointed to serve two years.

William C. Jennings, Librarian, Indiana Boys' School, Plainfield. Appointed to serve one year.

John Buck, Indiana Women's Prison, Representing the Department of Corrections, 804 State Office Building, Indianapolis. Appointed to serve one year.

Dr. Donald F. Moore, Medical Director, LaRue D. Carter Memorial Hospital,1315 W. 10th St., Indianapolis. Appointed to serve three years.

Carroll Spray, Principal, Eliza Hendricks Jr.-Sr. High School, 2596 Girls' School Road, Indianapolis. Appointed to serve two years.

Members of the Advisory Council are eligible for reappointment.

INDIANA STATE LIBRARY

SURVEY OF INSTITUTIONAL LIBRARY SERVICES
July, 1968

The following questionnaire is submitted in connection with the federal Library Services and Construction Act, Title IV-A, "State Institutional Library Services." Enacted in 1966, this measure charges the State Library with developing a program of library services to inmates, patients and residents of institutions operated, or substantially supported by the State of Indiana.

Your cooperation in providing as complete information as possible will be appreciated. Two copies of the questionnaire are being sent to your institution. Please retain one for your files and return the second copy to:

Miss Genevieve Casey
Associate Professor
Wayne State University
584 Goldengate West
Detroit, Michigan 48203

Name of Institution _____

Address _____

Telephone _____ Chief Administrator _____

Type of institution (check one): Correctional Mental Health
Mental Retardation Other (specify) _____

Average Population (as of last annual budgetary report) _____

Number of Employees: Professional full-time _____ part-time _____

Non-Professional full time _____ part-time _____

If the institution maintains libraries in its satellite units (off the main campus) in addition to the central library, please describe here:

The questionnaire which follows is divided into three parts: (A) Library Services to Residents; (B) Professional Library Services for Staff; and (C) School Library Services (in support of the institution's educational or rehabilitation programs). Please give figures for the 1967/68 year unless otherwise directed. If these types of services are combined or overlap, please enter figures under the most appropriate heading and explain by footnotes.

SURVEY OF INSTITUTIONAL LIBRARY SERVICES _____
Name of Institution

A. LIBRARY SERVICES TO RESIDENTS, 1967-68

1. Collection:

a. Total number of volumes as of June 30, 1968 _____

b. Number of volumes added during the 1967-68 year _____

c. Is there a regular program for discarding older volumes? yes ☐ no ☐

d. Does the library maintain a card catalog of its holdings? yes ☐ no ☐

e. Number of current magazine titles subscribed to by library _____

f. Audio-visual materials (give approximate number of each)

(1) films _____ (5) tapes _____

(2) filmstrips _____ (6) other (specify) _____

(3) slides _____ _____

(4) recordings _____ TOTAL _____

2. Circulation and Interlibrary Loan:

a. Total number of books loaned, 1967-68 _____

b. Are items borrowed for residents through loans from other libraries: (check)
Never ☐ Seldom ☐ Frequently ☐

c. Type of services received from other libraries; name of library(s) contacted:

(1) reference service _____

(2) interlibrary loan _____

(3) consultant services _____

(4) bookmobile service _____

(5) deposit collections _____

3. Library Staff:

a. Name of person responsible for library _____

Title _____ Education _____ Salary _____

Proportion of time spent on library duties _____

SURVEY OF INSTITUTIONAL LIBRARY SERVICES _____
Name of Institution

b. Other library staff (in full-time equivalents)

Professional Librarians (with Masters degree) _____

Librarians (with library school or other library training) _____

Paid clerks _____ Volunteers _____ Resident Aides _____

4. Library Budget--Expenditures:	Actual 1967-68	Budgeted 1968-69
a. Personnel	$_____	$_____
b. Books	_____	_____
c. Periodicals & newspapers	_____	_____
d. Audio-visual materials	_____	_____
e. Other operating expenditures (supplies, etc., building costs)	_____	_____
f. TOTAL	$_____	$_____

5. Library Income--by source:	1967-68	1968-69
a. State appropriated	$_____	$_____
b. Elementary & Secondary Education Act, Title II	_____	_____
c. Other (gifts, welfare, funds, sales) Please specify _____	_____	_____

6. Physical facilities:

a. Library room ☐ Separate building ☐ Other ☐ (describe below):

_____

b. Number of square feet _____ c. Number of readers' seats _____

d. Number of linear feet of shelving _____

7. Total hours per week library is open to general resident population: _____

Daily scedule (specify actual hours, e.g. 9-5, 7-9 pm, etc.)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

SURVEY OF INSTITUTION LIBRARY SERVICES

_____
Name of Institution

8. Special Services; Group Activities:

a. Is individual reading guidance provided: ☐ yes ☐ no. If so, by whom is it provided? _____ Describe briefly _____

_____

b. Other special Services: (check if provided; give title of person providing)

(1) Remedial reading ☐ by whom _____ frequency _____

(2) Book reviews ☐ by whom _____ frequency _____

(3) Storytelling ☐ by whom _____ frequency _____

(4) Film programs ☐ by whom _____ frequency _____

(5) Records Concerts ☐ by whom _____ frequency _____

(6) Book discussion groups ☐ by whom _____ frequency _____

(7) Book cart and bedside book services ☐ by whom _____ frequency _____

9. General comments:

a. Further description of services:

b. Recognized needs:

The above information was supplied by:

_____ _____ _____
Name Title Phone

SURVEY OF INSTITUTIONAL LIBRARY SERVICES

_____
Name of Institution

B. PROFESSIONAL LIBRARY SERVICES FOR STAFF, 1967-68

1. Collection:

   a. Total number of volumes as of June 30, 1968 _____

   b. Number of volumes added during the 1967-68 year _____

   c. Does the library maintain a card catalog of its holdings? yes☐ no☐

   d. Number of journals currently subscribed to: _____

2. Use of other libraries:

   a. Number of items borrowed from other libraries for staff use: _____
   (books, periodicals, photocopies, etc.)

   b. Please name the libraries from which you borrow most frequently:

      Public libraries _____

      College/University libraries _____

      Special libraries _____

      State Library _____

      Federal libraries _____

   c. Do you turn to other libraries for reference/research service? yes no

3. Library Staff:

   a. Name of person responsible for library _____

      Title _____ Education _____ Salary _____

      Proportion of time spent on library duties _____

   b. Other library staff (in full-time equivalents):

      Professional Librarians (with masters' degree) _____

      Librarians (with library school or other library training) _____

      Paid clerks _____ Volunteers _____ Resident Aides _____

SURVEY OF INSTITUTIONAL LIBRARY SERVICES

_____
Name of Institution

4. Library Budget--Expenditures:	Actual 1967-68	Budgeted 1968-69
a. Personnel	$_____	$_____
b. Books	_____	_____
c. Periodicals	_____	_____
d. Other operating expenditures (supplies, etc., building costs)	_____	_____
e. TOTAL	$_____	$_____

5. Library Income	1967-68	1968-69
a. State appropriated	$_____	$_____
b. Medical Library Assistance Act	_____	_____
c. Other library income (please specify)_____	_____	_____

6. Physical facilities:

a. Library room ☐ Separate building ☐ Combined with residents' or school library ☐ Other ☐ (describe)_____

b. Number of square feet_____ c. Number of readers' seats_____

d. Number of linear feet of shelving_____

7. General comments:

a. Further description of services:

b. Recognized needs:

The above information was supplied by:

Name	Title	Phone
_____	_____	_____

SURVEY OF INSTITUTIONAL LIBRARY SERVICES _____
Name of Institution

C. SCHOOL LIBRARY SERVICES, 1967-68

1. Student Use:

a. Number of students_____ b. Age range:_____ to _____

c. Number of students enrolled in:

Basic Training Programs_____ Adult Basic Education_____

Academic Courses_____ Vocational Education_____

Other_____(please specify)_____

2. Collection:

a. Total number of volumes as of June 30, 1968_____

b. Number of volumes added during the 1967-68 year _____

c. Does the library maintain a card catalog of its holdings? yes ☐ no ☐

d. Number of current magazine titles subscribed to by library_____

e. Audio-visual materials (give approximate number of each)

(1) films_____ (5) tapes_____

(2) filmstrips_____ (6) other (specify)_____

(3) slides_____ _____

(4) recordings_____ (7) TOTAL_____

3. Library Staff:

a. Name of person responsible for library_____

Title_____Education_____Salary_____

b. Other library staff (in full-time equivalents)

Professional librarians (with masters' degrees)_____

Librarians (with library school or other library training)_____

Paid clerks_____ Volunteers_____ Resident Aides_____

SURVEY OF INSTITUTIONAL LIBRARY SERVICES

Name of Institution

4. School library budget--Expenditures:	Actual 1967-68	Budgeted 1968-69
a. Personnel	$	$
b. Books		
c. Periodicals & Newspapers		
d. Audio-visual materials		
e. Other operating expenses (supplies, etc., building costs)		
f. TOTAL	$	$

5. School library income--by source:	1967-68	1968-69
a. State appropriated	$	$
b. Elementary & Secondary School Act, Title II		
c. Other (gifts, welfare, funds, sales) Please specify: _____		

6. Physical facilities:

a. Library room ☐ Separate building ☐ Combined with residents' or staff library ☐ Other ☐ (describe) _____

7. General comments:

a. Further description of services:

b. Recognized needs:

The above information was supplied by:

Name	Title	Phone

INSTITUTIONS LOCATED IN SERVICE AREAS OF PUBLIC LIBRARIES SERVING AT LEAST 100,000 PERSONS

LaRue Carter Memorial Hospital-- Indianapolis Public Library

Central State Hospital-- Indianapolis Public Library

Evansville State Hospital-- Evansville Public Library

Evansville State Psychiatric Treatment Center for Children-- Evansville Public Library

Indiana Girls' School-- Indianapolis Public Library

Indiana School for the Blind-- Indianapolis Public Library

Indiana School for the Deaf-- Indianapolis Public Library

Indiana Women's Prison-- Indianapolis Public Library

RESUME OF REGULATIONS, LIBRARY SERVICES AND CONSTRUCTION ACT, TITLE IV - SPECIALIZED STATE LIBRARY SERVICE

Part A - State Institutional Library Services

Funds may be used to purchase books, and other library materials, and to provide library services to (A) inmates, patients, or residents of penal institutions, reformatories, residential training schools, orphanages, or general or special institutions or hospitals operated or substantially supported by the State, and (B) students in residential schools for the handicapped (including mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, crippled, or other health-impaired persons who by reason thereof require special education) operated or substantially supported by the State.

The authorization for appropriation is $5 million for fiscal year 1967, $7.5 million for fiscal year 1968, $10 million for fiscal year 1969, $12.5 million for fiscal year 1970, and $15 million for fiscal 1971.

The basic Federal allotment for each fiscal year is $40,000 for each of the States, Puerto Rico, and the District of Columbia, and $10,000 each for American Samoa, Guam, the Trust Territory of the Pacific Islands, and the Virgin Islands.

October 24, 1967

Prepared by the Library Programs and Facilities Branch
Division of Library Services and Educational Facilities
Bureau of Adult, Vocational and Library Programs
U. S. Office of Education
Washington, D. C. 20202

The Indiana Library Studies

The Indiana Library Studies represent the first statewide exploration of Indiana libraries of all types and of the library and information needs of Indiana's citizens. A federally funded research project of the Indiana State Library, the Studies are directed by Dr. Peter Hiatt, Consultant to the Indiana State Library and Associate Professor of Indiana University's Graduate Library School. Guidance for the project and advice on the reports have been provided by the Indiana Library Studies Advisory Committee:

Harriet E. Bard and Ralph Van Handel
Indiana Library Association

Anthony Cefali and Ray Fetterly
Indiana Library Trustees Association

Georgia Cole and Estella Reed
Indiana School Librarians Association

John H. Moriarty and Donald E. Thompson
College and University Roundtable of the Indiana Library Association

William H. Richardson and Ralph Simon
Indiana Chapter of the Special Libraries Association

Marcelle Foote, Director
Indiana State Library

This report has been submitted to the following:

Indiana Library and Historical Board
Indiana Library Association
Indiana Library Trustees Association
Indiana School Librarians Association
College and University Roundtable of the Indiana Library Association
Special Libraries Association, Indiana Chapter

Cover design by Michael Smith

END

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